



City Hall • 333 West Ellsworth Street • Midland, Michigan 48640-5132 • 989.837.3300 • 989.835.2717 Fax • www.midland-mi.org

INVITATION TO BID
BID NO. 3690
PAVILION ROOF REPLACEMENTS

Sealed bids will be accepted at the City Clerk's Office, City Hall, 333 West Ellsworth Street, Midland, Michigan 48640-5132, until 2:00 PM, Tuesday, **March 17, 2015** for the replacement of Various Parks Building Roofs to the Public Services Department per the attached specifications. Technical questions about this bid shall be directed to Chris Hockaday, Parks Supervisor, at (989) 837-6916.

Invitation to Bid and all its pages, documents and attachments, including those added subsequently by written notice, submitted and properly executed, shall constitute the contract between the City of Midland and the successful vendor when approved and accepted by the City.

The City reserves the right to accept or reject all or any parts of any and all bids, to waive irregularities and to award in the best interests of the City of Midland.

Mike Meyer, CPPB, C.P.M.
Purchasing Agent
Midland, Michigan

City of Midland Parks and Recreation

Pavilion Roof Replacement Bid Specifications

The City of Midland's Parks and Recreation Department is seeking prices for replacement of roofs for the following parks structures:

- A. **Chippewassee pavilion:** located in Chippewassee Park at end of Golfside Drive
- B. **Dow A/B Ball diamond pavilion:** located at 407 Whitman Drive, south of Whitman/Towsley St. intersection
- C. **Emerson C pavilion:** first pavilion on left as enter Emerson Park (see accompanying map)
- D. **Emerson E pavilion:** third pavilion on left by back parking lot (see accompanying map)
- E. **Stratford Woods Park pavilion**
- F. **Stratford Woods Park bathhouse**

All existing shingles are to be removed in preparation for new roof.

Successful bidder must meet with the Parks supervisor prior to the start of work to lay out the work schedule for all locations. All work schedules will be coordinated with the Parks and Recreation office, to avoid conflicts with pavilion rentals.

The contractor will also schedule an inspection with the Parks supervisor for hidden damage, after shingles have been removed, and before replacement has begun, for each structure.

Any hidden damage that needs repaired will be paid for by the City on a time and materials basis as long as pre-approved by the Parks supervisor.

Roof shall be covered completely with ice and water roof shield beneath shingles.

Replacement shingles will be Pinnacle Scotchguard Weathered Wood, or approved equivalent.

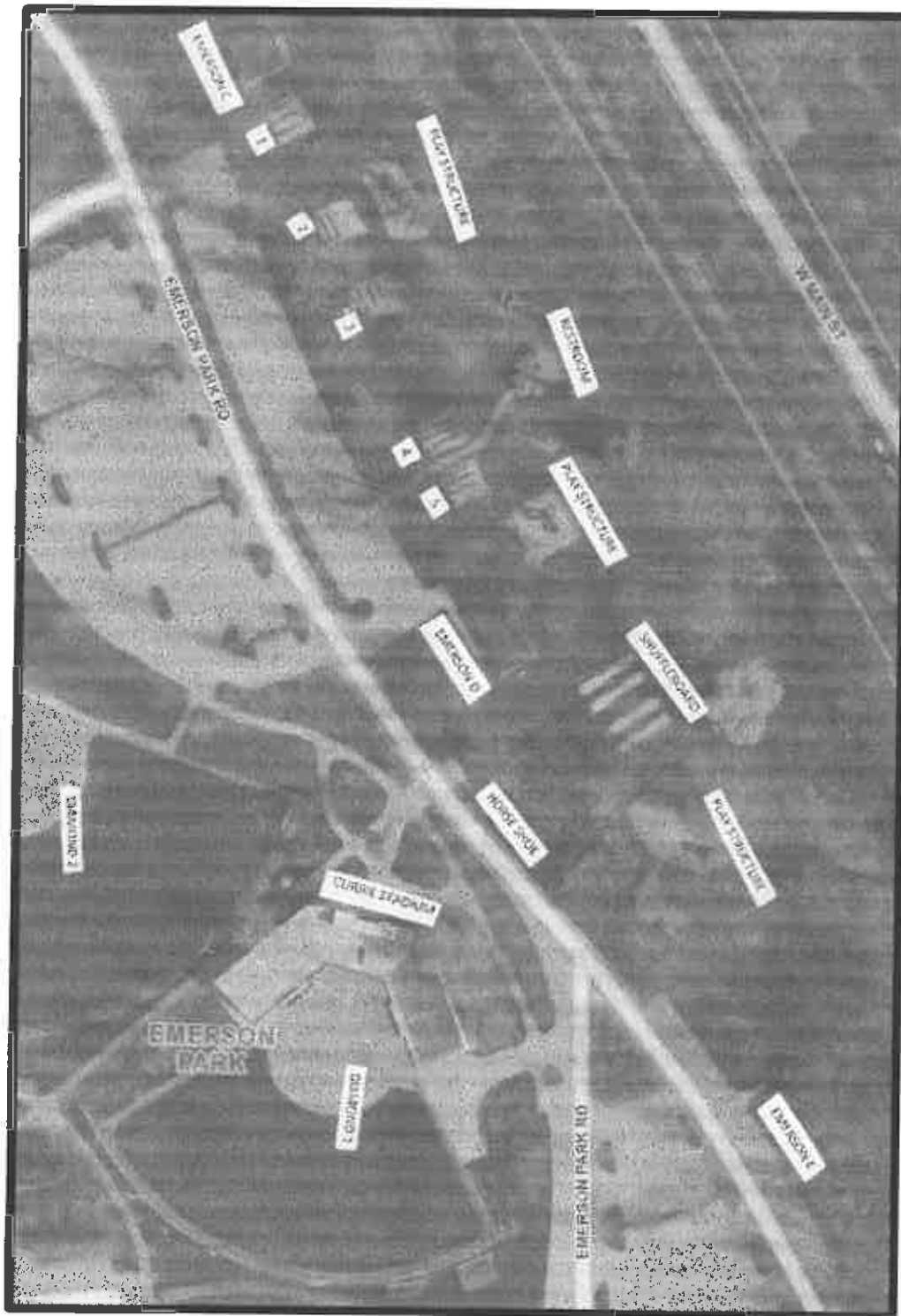
Dark brown Aluminum drip edge will be used on all eaves.

A perimeter barrier (plastic fence) will be established by the contractor around the worksite for safety. All tools, equipment, supplies, and construction debris will be removed from the park at the end of each work day.

Bid prices shall be provided as a lump sum per structure.

Please contact park supervisor Chris Hockaday with any technical questions at (989) 837-6916.

Pavilion locations for Emerson Park – Emerson C and Emerson E



**CITY OF MIDLAND, MICHIGAN
STANDARD INSTRUCTIONS TO BIDDERS**

1. Receipt and Opening of Bids: Sealed bids will be accepted and date/time stamped upon receipt in the office of the City Clerk, City Hall, 333 West Ellsworth, Midland, MI 48640-5132, until the time indicated on the attached Invitation to Bid for goods or services listed in the specifications and will be publicly opened and read aloud.

2. Form of Bid: Bids shall be submitted on the enclosed form with any exceptions, deviations or modifications to the published requirements clearly noted and explained.

3. Submission of Bids:

- A) Envelopes containing bids shall be sealed and clearly marked on the outside of the envelope with the name and address of the bidder, the title and bid number of the project, and the date and time of the scheduled bid opening.
- B) Any bid received after the scheduled opening time will not be accepted and will be returned unopened.
- C) Any bidder may withdraw their bid response by written request at any time prior to the scheduled bid opening.
- D) Telephonic or faxed bids will not be accepted and telephonic, telegraphic, or faxed amendments to bids or withdrawals will not be accepted under any circumstances.
- E) Unless otherwise specified, no bid may be withdrawn, changed, or modified in any way for a period of sixty (60) calendar days from the date of the bid opening.
- F) Negligence on the part of the bidder in preparing the bid confers no rights for the withdrawal of the bid after opening.
- G) Bids received prior to the time of bid opening will be securely kept unopened. No responsibility will attach to any officer or employee of the City for the premature opening of a bid not properly addressed or identified.
- H) In case of a discrepancy between unit prices and their extensions, the unit price bid shall govern.

4. Brand Names: Wherever in the specifications or proposal form brand names, trade names, manufacturer, or catalog numbers are called, it is for establishing a grade or quality level only and the phrase "or equal" is deemed to follow unless a prequalified list or the term "only", "no exceptions", or similar phrase is included.

5. Taxes: The City of Midland is exempt from State and Federal taxes. However, property purchased by a contractor to be used in the construction, alteration, repair, or improvement of property owned by the City is taxable to the contractor. Therefore, the price bid for contracts other than construction contracts must be exclusive of taxes and will be so construed. Construction contracts will be construed to include all applicable taxes unless the contract specifies otherwise.

6. Acceptance of Bids: The City will award to the lowest, responsive, responsible vendor that meets the functional requirements and needs expressed by the specifications. Tie bids will be awarded based on the most favorable terms for payment and/or delivery schedule or other costs associated with the award process. Receipt of a purchase order or properly executed contract covering the materials or services as described in the bid will indicate the award of bid and contract of purchase.

7. City's Rights: The City reserves the right to accept or reject any or all bids, to waive irregularities or defects, to award on a split-order or lump-sum basis, and accept other than the low bid when deemed to be in the City's best interests.

8. Delivery: Bids shall include all delivery charges with terms of Freight Prepay - FOB Midland, MI.

9. Laws: The laws of the State of Michigan shall govern the rights, obligations, and remedies of the Parties under this bid and any agreement reached through this process. The City of Midland is a Michigan municipal corporation.

10. Disclosure: All of the information included in your bid response is subject to the "Freedom of Information Act" and may be disclosed in its entirety after the formal, public bid opening has been completed. Bid tabulations will be available at on the City's website, www.cityofmidlandmi.gov in the Purchasing section of the Fiscal Services Department under the City Government tab.

11. Independent Price Determination: By submission of this proposal, the bidder certifies that the pricing structure offered has been arrived at independently without consultation, communication, or agreement of such prices for the purpose of restricting competition with any other bidder or competitor.

12. Acceptance of Materials: All components used in the manufacture or construction of materials, supplies, and equipment, and all finished goods, shall be new, the latest make/model, of the best quality, and highest grade workmanship. In the event the delivered material is found to be defective or does not conform to specifications, the City reserves the right to cancel the order upon written notice to the bidder and return the materials to the bidder at the bidder's expense.

13. Non-Iran Linked Business: By signing below, I certify and agree on behalf of myself and the company submitting this proposal the following: (1) that I am duly authorized to legally bind the company submitting this proposal; and (2) that the company submitting this proposal is not an "Iran linked business," as that term is defined in Section 2(e) of the Iran Economic Sanctions Act, being Michigan Public Act No. 517 of 2012; and (3) That I and the company submitting this proposal will immediately comply with any further certifications or information submissions requested by the City in this regard."

RESPONSE FOR BID NO. 3690
PAVILION ROOF REPLACEMENTS
BID OPENING: March 17, 2015 at 2:00 PM

In compliance with the City of Midland's specifications and Standard Instructions to Bidders, the undersigned hereby proposes to furnish for the price of:

<u>ITEM</u>	<u>DESCRIPTION</u>	<u>TOTAL BID</u>
A	Chippewassee Pavilion roof replacement	\$ _____
B	Dow A/B Pavilion roof replacement	\$ _____
C	Emerson C Pavilion roof replacement	\$ _____
D	Emerson E Pavilion roof replacement	\$ _____
E	Stratford Pavilion roof replacement	\$ _____
F	Stratford Bath House Pavilion roof replacement	\$ _____
TOTAL BID		\$ _____

IF VARIATIONS ARE PROPOSED, LIST VARIATIONS ON SEPARATE SHEET OF PAPER AND RETURN WITH THE BID RESPONSE FORM. ENCLOSE MANUFACTURER'S DESCRIPTIVE LITERATURE OR BROCHURE.

I hereby state that all of the information I have provided is true, accurate, and complete. I hereby state that I have the authority to submit this bid, which will become a binding contract, if accepted by the City of Midland. I hereby agree to abide by all City ordinances, rules and regulations including the suspension process for poor performance arising out of this contract, if awarded.

COMPANY NAME

BY (Signature)

STREET ADDRESS OR PO BOX

(Print Name of Above)

CITY STATE ZIP CODE

TITLE OF SIGNATORY

TELEPHONE NUMBER

DATE OF OFFER

TERMS OF PAYMENT

ESTIMATED DELIVERY AFTER RECEIPT OF ORDER

Bids shall be returned to the Office of the City Clerk, City Hall, 333 West Ellsworth, Midland, MI 48640-5132 no later than the time and date listed above. Sealed envelopes shall be marked with the bid number, title, and opening date.

Bids may be inspected at the bid opening or in the Purchasing Office during normal business hours. Tabulations will be available at our website, www.cityofmidlandmi.gov under the Purchasing Department.

LATE BIDS WILL BE REJECTED.